## **Colorado Supervisory Certificate Program**

## **Description:**

The Colorado Supervisory Certificate Program (CSCP) is a five-day workshop that focuses on the skills and competencies needed to be an effective supervisor in state government. As a participant, you will learn practical tools and techniques that you will be able to use immediately back on the job to understand, motivate and guide your team to success.

Outline:

Day 1: Setting the Stage

What's My Motivation? The Main Ingredients Making Effective Decisions

Day 2: Learning the Script

Organizational Culture And The Hidden Contract

The Leadership Continuum – Understanding Personal and Practical Needs

Behavioral Styles and Motivation

Day 3: Knowing Your Part

Cultural Competency - Valuing Differences

Gender and Communication Building Trust - The Key Principles

Day 4: Rehearsing Your Lines

Communicating for Results

Coaching for Improved Performance

Understanding the Multigenerational Workforce

Day 5: <u>Directing the Players</u>

The ABCs of Teambuilding

The Final Ingredient – Learning to Improvise

**Designed For:** New supervisors and others interested in developing their supervisory skills.

Facilitators: Suzanne Woodruff Regan has been with the state for 15 years. Her

comprehensive knowledge, along with her approachable manner, puts learners at ease immediately. Her professionalism and attention to detail, combined with her entertaining and interactive style, makes training effective and memorable. Her greatest strengths as an instructor are her

warmth, sincerity, and friendliness.

With 20 years of experience in State Government, **Mark Leyba** brings a wealth of experience and common sense to the classroom. His strengths include an ability to engage learners with a warm, witty, and fun style. Mark uses his energetic, humorous and collaborative style to keep his students laughing, learning and motivated to make a difference.

**Cost**: \$725

**Time(s):** 8:30 – 4:30

Schedule: Denver

January 12 – 16, 2004 Class Code CS011204 March 2, 9, 16, 23, 30, 2004 Class Code CS030204 May 6, 11, 18, 20, 25, 2004 Class Code CS050604

Durango

To be announced

**Grand Junction/Glenwood Springs** 

To be announced

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